



METROPOLITAN
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Deputy Executive Director, Operations

ADMINISTRATION COMMITTEE

November 9, 2011
MINUTES

Attendance

Chair Cortese called the meeting to order at approximately 10:05 a.m. Committee members present were: Committee Vice Chair Wiener, Commissioners Bates, Campos, Dodd, Glover, and Kinsey. Commissioners Tissier and Rein-Worth were present as Ex-Officio voting members. Other Commissioners present as ad hoc members of the Committee were: Giacopini, Green, Haggerty, Halsted, Mackenzie and Spering.

Item 2: Consent Calendar: Upon the motion of Commissioner Kinsey and second by Commissioner Dodd, the following items on the Consent Calendar were approved unanimously.

Item 2a: Minutes

The Committee received and approved as written the meeting minutes of October 12, 2011.

Item 2b: Monthly Financial Statements

The Committee received the following monthly financial reports for the month of September: Report of Operating Income for FY 2011-12 as of September 2011; Report of Operating Expenditures for FY 2011-12 as of September 2011; Report of Capital Projects for FY 2011-12 as of September 2011; Report of Clipper® Enterprise Projects as of September 2011; FY 2011-12 Contract Services Disbursement Report for September 2011. For the month of September 2011, the monthly financial report listed ten (10) purchase orders executed by the Executive Director between \$2,500 and \$55,000.

The Committee also received a comparison of the budget vs. actual plus encumbrance salaries and benefits through September 2011.

Item 2c: Investment Report

The Committee received the Investment Report for the month of September 2011.

Item 2d: Purchase Order Amendment for Project – based Agency Staffing Services – Regional Government Services

The Committee authorized the Executive Director or his designee to issue a purchase order amendment to Regional Government Services to provide MTC with temporary staffing services and the Chief Financial Officer was directed to set aside \$152,576 in FY 2011-12 funds for such purchase order amendment.

Item 2e: Contract – Janitorial Services: Customized Performance Inc.

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract with Customized Performance Inc., to provide janitorial services for MTC offices in FY 2011-12, with an option to renew for two additional one-year periods through June 30, 2014, subject to adoption of the annual operating budget to subsequent years; and the Chief Financial Officer was authorized to set aside funds up to \$60,000 for such contract.

Item 3: Transit Sustainability Project (TSP):

- i. Contract Amendment: Fare Policy Evaluation: CH2M Hill (\$75,000)
- ii. Contract Amendment: Institutional Analysis: Parsons Brinkerhoff (\$205,582)

Carolyn Clevenger, MTC Programming and Allocations staff, requested the Committee's approval for contract amendments for consultant support for the TSP to further evaluate the region's transit system and to announce the consultant selection and contract amount to conduct the institutional analysis component, as described in the Executive Director's memo dated November 9, 2011.

Commissioner Campos noted that the CH2M Hill contract amendment request was approximately 75% over the original contract amount and asked if staff anticipated this increase.

Ms. Clevenger advised that a contract increase was anticipated as a potential future event due to the potential of a new fare product; additionally, staff wanted to conduct initial analysis using both the MTC model and CH2M Hill model to ascertain if transfers made a ridership impact in the region. Based on the analysis results, it was determined to proceed to conduct a further detailed analysis.

Commissioner Campos asked about the process selection of consultants and if the additional scope was included in the original competitive process. Ms. Clevenger responded that MTC conducted a procurement in March 2009 and selected a consultant bench to assist MTC in implementing the TSP. She added that the RFP had general scope but did not have specific tasks, and the project has been implemented by task order building on work as it has been developed.

Regarding the Parsons Brinkerhoff contract, Commissioner Campos noted that it is not good practice to put a contract on the agenda with an amount to be determined.

Commissioner Bates expressed his appreciation for the work that has been conducted.

Upon the motion by Commissioner Kinsey and second by Chair Tissier, the Committee authorized the Executive Director or his designated representative to negotiate and enter into a

contract amendment with CH2M Hill, Inc. to evaluate the region's transit system and to establish an implementation plan for a more financially viable transit system that is both cost-effective and customer-focused. The Chief Financial Officer was authorized to set aside funds up to \$75,000 for such amendment.

Additionally, the Committee authorized the Executive Director or his designated representative to negotiate and enter into a contract amendment with Parsons Brinkerhoff to conduct the institutional analysis component of the Transit Sustainability Project. The Chief Financial Officer was authorized to set aside funds up to \$205,582 for such amendment. Motion passed unanimously.

Item 4: Resolution No. 4010, Revised – FY 2011-12 Overall Work Program (OWP)

Brian Mayhew, MTC CFO, advised that the OWP was being revised to add unspent federal planning funds and that the carryover balances need to be finalized in the MTC audit before being amended into the current year OWP and MTC budget.

It was moved by Commissioner Kinsey and seconded by Commissioner Dodd to refer Resolution No. 4010 which revises the FY 2011-12 Overall Work Program to the Commission. Motion passed unanimously.

Item 5: Other Business/Public Comment/Adjourn

Committee Chair Cortese announced the formation of an Ad Hoc Committee for the Regional Gas Tax. The Committee will participate in the development of a Regional Gas Tax and will be comprised of Commissioners Green, Campos, Kinsey and Cortese.

Commissioner Spring requested that outreach and interviews be conducted with each CMA in the region and that local issues regarding potential projects and support for these projects be identified. He expressed a hope that through this process, each county can develop information that can assist them in forwarding their transportation projects.

There being no further business or public comment, the meeting was adjourned at approximately 10:15 a.m. The next Committee meeting date will be on December 14, 2011 in the Lawrence D. Dahms Auditorium, 101 Eighth Street, Oakland, CA.